



**Indiana  
Professional  
Licensing  
Agency**

**State Board of Cosmetology and Barber Examiners**  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204  
Phone: (317) 234-3031  
Website: PLA.IN.gov

Governor Michael R. Pence

Executive Director Virgil R. Madden

**Please return this entire page to the address above after completing the form. Be sure to enclose your renewal fee. Checks should be payable to: "Indiana Professional Licensing Agency".**

**TANNING FACILITY – Renewal Form**

<u>Indicate License Number Here</u>		<u>Renewal Fee**</u> <b>\$200</b>			
<u>Indicate Name and Address Here:</u>          <u>Indicate e-mail address here:</u>		<p>INSTRUCTIONS: (a) Make any necessary address or status change on this form (see the appropriate shaded areas) and (b) sign and date application in ink.</p> <p>If the Indiana Department of Revenue has recorded a tax protest on your license, you may not renew your license until the Indiana Department of Revenue removes the tax protest.</p> <p>I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.</p> <table border="1"><tr><td><u>Signature of Applicant</u></td><td><u>Date Signed</u></td></tr></table>		<u>Signature of Applicant</u>	<u>Date Signed</u>
<u>Signature of Applicant</u>	<u>Date Signed</u>				
<u>Make Check Payable and Mail To:</u> <b>Indiana Professional Licensing</b>		<u>Mailing Address:</u> <b>402 W. Washington St. Room W072, Indianapolis, IN 46204</b>			

**\*\*Renewal Fee:** Your renewal fee is \$200.00 – there is a \$50 late fee if renewed after the expiration date.

**Changes to Facility:** The operator of a tanning facility shall notify the Board in writing before making changes to the facility or its operating procedures which would require amendment of any information previously submitted to the Board (820 IAC 5-1-22).

**Transfers:** A license to operate a tanning facility may only be transferred when the tanning facility has moved location. Changing ownership of the tanning facility requires the new owner to obtain a new license (820 IAC 5-1-18).

**Obtaining Your License:** The Indiana Professional Licensing Agency no longer prints and mails a courtesy license upon renewal of the license. This does not change the license posting requirement where applicable. The licensee will be required to go to our website at [www.pla.in.gov](http://www.pla.in.gov) to order a license. To get started, simply click on the "Purchase License Card" link on the far right side of the page. **The licensee may print the free license card** or order the \$10.00 license that is printed on blue card stock and mailed to them. The fee for this card is \$13.77 (\$10.00 license fee + \$3.77 online access fee). Whether you choose the free card or the one that is purchased, you will go through the ordering process to make the card print correctly for you.